

S E C R E T

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OSA-0333-69

31 January 1969

MEMORANDUM FOR: Acting Director, Office of Special Activities

SUBJECT : Mission, Functions and Organization of the
Office of Special Activities

1. Attached to this memorandum is a copy of the most recent Statement of Missions and Function of the Office of Special Activities (OSA). There is also identified the documents that have an affinity to the subject. These referenced memoranda that are not attached are available in the Deputy Comptroller's Office.

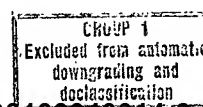
a. OSA-2444-68, dated 15 August 1968 - Updated Organizational Chart and Revised Statement of Mission and Function (attached).

b. OSA Headquarters Directive #1-5-2, dated 24 October 1966. This is the organization and functions of the OSA activities. It has been concurred in with all components but has never been signed by the Deputy Director or Director of Special Activities. Copies should be in each component. (Not attached).

25X1 c. [] dated 2 December 1965 - OSA
Management Analysis. This is a study by []
25X1 [] and reflects their thoughts on the
OSA Activities, Management, Organization, etc.
(Not attached).

25X1 d. [] dated 10 June 1966 - OSA
Manpower Audit. This represents an indepth man-
25X1 power audit by [] and team. It covered
Headquarters and all Detachments. (Not attached).

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25X1

e. [] dated 22 November 1966 - Study of the Procurement Systems of the CIA. This outlines many recommendations for OSA organization. It was authored by [] and sent to DDS&T. It was triggered by the Livingston Study entitled "A Study of the Procurement Systems of the CIA." (Not attached).

f. OSA-3962-66 - OSA Materiel Support to OSP. (Attached).

g. DDS&T-2358-66, dated 22 June 1966 - OSP Use of OSA Support Activities. (Attached).

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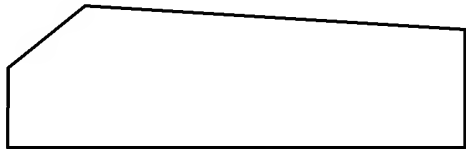
h. [] dated 7 July 1967 - OSA Communications Personnel Review. This is an in-depth study of the assignment of the Communications people throughout OSA. (Not attached).

i. IDEA-0032-69, dated 30 January 1969 - Det G Manpower Survey. (Not attached).

j. Package distributed on 29 January 1969 -

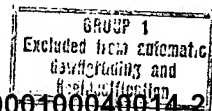
[] DDS&T-4219-65. (Not attached).

k. Available in the Graphics Section are 2 charts: Mission of OSA; Complete Organizational Chart including Number of Personnel Authorized.


Acting Comptroller, OSA

3 Att.

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[] jr (31 Jan 69)

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